

UPAC MEETING MINUTES

Date: March 25, 2004

Location: Dixie State College

Participants: Jackie Freeman (Dixie State), Fred Hansen (WSU), Jim Parker (U of U), Jenna Snyder (Board of Regents), Vicki Kulow (CEU), Michael Jorgensen (Snow College), Ryan Lindstrom (UVSC), Al Johansen (Westminster), Douglas Richins (State Purchasing) Craig Passey (BYU), Lois Wieseemann (SLCC), Pete Heilgeist (SUU), Bud Covington, (USU).

Meeting Chair: Pete Heilgeist

Legislative Update. Douglas Richins presented an update and recap of relevant legislation from the past session.

Office Supply Contract Rebate. Richins announced that there would be a patronage rebate to the users of the state office supply contracts. Additionally, the administrative fee returning to the state will be reduced to 1% and the suppliers will reduce the price of office supplies accordingly

New Award of State Procurement Card Contract. Richins announced that the P-Card contract was re-bid, and awarded to US Bank, the incumbent supplier. He thanked Bud Covington and Lois Wieseemann who represented higher education on the RFP committee. A very favorable rebate and signing bonus was proposed by US Bank. The rebate and signing bonus will be distributed to the contract users in May.

Information / Resource Sharing. Jenna Snyder indicated that the Regents are interested in learning the efforts that UPAC has made in cooperative purchasing. Input was provided to her for a report that she will be consolidating. Richins will send her a spreadsheet on higher education's increasing participation in purchasing from state contracts.

Textbook Samples. Lois Wieseemann asked for input regarding campus policies on the ownership and disposition of sample textbooks.

Certificates of Insurance. Fred Hansen introduced the subject of when and on what types of contracts to obtain certificates of insurance from suppliers. It was agreed that the members would share their current bid and contract clauses on this subject, and to place this item on a future agenda for more complete discussion. Perhaps Alan Edwards, the state Risk Manager could attend a future meeting and discuss this issue.

P-Card Audit. Jim Parker reported on the University of Utah's response to the P-Card audit and the need for campus policies for certain types of purchases which were questioned by the auditors.

UPAC Bylaws. Fred distributed a copy of the current bylaws with a request they be discussed at the next meeting.

Other Items. Jim Parker announced that the annual NAEB Conference would be held in Salt Lake City in 2005. Passey indicated that E&I had recently awarded contracts for video conferencing. Richins asked that he send a copy of those contracts to the state to use as a benchmark to measure the state videoconferencing contracts.

New Leadership. The responsibility for UPAC leadership was passed to Fred Hansen for the next year. Richins announced that Glendon Mitchell has accepted a position with Salt Lake County and will be leaving the higher education coordinator role at State Purchasing.

Meeting adjourned.

UPAC MEETING MINUTES

Date: May 20, 2004

Location: Brigham Young University

Participants: Jackie Freeman and Tamara Gentry (Dixie State) Fred Hansen (WSU), Jim Parker (U of U), Jerry Fullmer and Jenna Snyder (Board of Regents), Vicki Kulow (CEU), Michael Jorgensen (Snow College), Ryan Lindstrom and Jeana Miner (UVSC), Al Johansen (Westminster), Doug Richins and Dan Reisner (State Purchasing) Tim Hill, Park Romney and Michael Bitter (BYU).

Meeting Chair: Fred Hansen

New Member Introduction. Doug Richins introduced Dan Reisner as the new UPAC Secretary and the Division of Purchasing's liaison with higher education. Dan is replacing Glendon Mitchell who accepted a position with Salt Lake County Purchasing.

BYU Travel Program. BYU's travel program was presented by Tim Hill and his staff. This innovative web-based system was developed by Cliqbook and their travel authorization system by Extensity, including workflow. The system has the ability to compare university negotiated travel contracts with all travel offerings on the web. The travel program is planned to be made available to BYU alumni, students and others in the near future and includes features to identify optimal airline, hotel and car rental pricing.

Hazardous Materials Tracking. Mike Bitter presented the BYU program to identify and track hazardous materials on campus. At BYU there are 40,000 chemicals in 300 academic labs being tracked. OSHA standards are used at BYU as they are the most restrictive and thus can provide the greatest protection to the University as it tracks hazmat materials from the "cradle to the grave."

UPAC Member E-Mail Addresses. Fred circulated a list requesting members list their current e-mail addresses as some have changed. The list will be given to Dan for distribution to members.

Banner Implementation. Jerry Fullmer gave a status update for higher education locations.

State Contracts. Doug Richins gave an update on Division of Purchasing staff and commodity assignments. There is a new contract benchmark program in place to benchmark state contracts with pricing such as other state's contracts, GSA pricing and benchmarking from Utah entities not using the contracts. Input was requested from UPAC members to identify other potential areas to use in the pricing analysis project. One suggestion received was the benchmarking of car rental contracts.

Office Supply Contracts have been re-negotiated to produce a reduction in the administrative fee. The fee has been reduced by 1% and checks for excess revenue are being returned to users. Doug distributed checks to office supply contract users attending

the meeting. Jim Parker discussed a state contract for medical supplies where overcharges have been identified by University of Utah users. Kathy Ingelby at the U of U is working on this problem on campus and State Purchasing will be doing an audit of PD-460. It was reported that some vendors have been adding user fees to P-Card purchases which are not per contract terms and conditions. Jim said such charges were identified on recent purchases with statewide PC Store contract with En Pointe. A review of contract P-Card purchases will be conducted by State Purchasing. Input was requested from members for an upcoming statewide paint contract. Those interested can contact Rosemary Frenchwood to form a sourcing team.

Doug distributed copies of a letter written by the Attorney General's office concerning vendor provided lunches.

Utah College of Applied Technology. UCAT purchasing practices were discussed. Jenna Snyder indicated that each campus acts autonomously and that there is currently no central coordination effort within that group. Richins suggested that the Board of Regents may want UPAC to involve the respective purchasing agents for these campuses in training.

UPAC Bylaws. Fred distributed a copy of the current bylaws with a request they be discussed at the next meeting.

Higher-Ed Cooperative Purchase Information. Jenna distributed information with a request it reviewed and feedback be given to her by UPAC members.

Next meeting. Snow College will be the site with August 10 or 11 as potential meeting dates.

Meeting adjourned.

UPAC MEETING MINUTES

Date: August 10, 2004

Location: Snow College

Participants: Jerry Fullmer (Board of Regents), Fred Hansen (WSU), Bud Covington (USU), Doug Richins and Dan Reisner (State Purchasing), Michael Jorgensen and Dave Lanier (Snow College), Ryan Lindstrom and Jeana Miner (UVSC), Jim Parker (U of U).

Meeting Chair: Fred Hansen

1. UPAC Member Change. Nate Millward has replaced Jenna Snyder with the Board of Regents office. E-mail: nmillward@utahsbr.edu
2. UCCA (Utah Collegiate Custodial Association). Mr Ballard, current president, wants UPAC to know the association supports UPAC and will do whatever they can to help.
3. Board of Regents. There was discussion concerning the status of the topic of centralization of college and university purchasing functions within the state.
4. Dave Lanier Retirement Announcement. Dave announced he will retire this month from Snow College. He is one of the original members of UPAC.
5. RFP for Relocation Services. There was discussion concerning the use of relocation services (i.e. sale and purchase of homes, etc.) in conjunction with the international and interstate shipments of household goods belonging to new hired staff moving to universities and colleges. The consensus was that each college and university can review the options of letting new hired staff know of additional relocation services and that no RFP would be done for a statewide contract.
6. Disaster Kleenup Services. There was a vendor complaint to Jim Parker at U of U Purchasing that small vendors in the disaster clean up business were not being selected for work when the need occurred. It was decided to do an RFP to pre-qualify disaster clean up companies and develop a listing to use for significant disasters. A team was formed including the following people/groups: State Risk Management, Weber State University Environmental Health and Safety Manager (Richard Sandu), State Purchasing (Purchasing Agent Rosemary Frenchwood), and U of U Risk Management. Jim Parker suggested that Jerry Allred will be the chair. Jim will contact Mr. Allred.
7. Computer Contracts (locally manufactured). Doug received a call from a local computer manufacturing company (Star West) asking about opportunities to sell to the state. Weber State has two contracts for local purchase of computers one of which is with Star West. It was reported

Star West has good service. Computers purchased by WSU are required to come with a standard configuration. UVSC reported they have a program in place to build computers on campus. By using a standard configuration the repair service time cycle is very good. USU reported heavy use of the statewide Dell contract. Several commented about problems with local manufacturers going out of business when in past years the state had a contract specifically for locally manufactured computers. Following the discussion, it was determined that with the exception of WSU there was not sufficient appetite for locally manufactured computers to conduct an RFP for a statewide contract.

8. WSCA Manufacturer Direct Computer Contracts. The contracts have been re-bid and awards made for computers to IBM, Dell, Gateway, MPC, HP and Apple. Additionally contracts for manufacturer direct printers and storage are being issued.
9. New Statewide Car Rental Contract. A contract was awarded to Budget. There will be a second RFP done to obtain a secondary supplier. Additionally contracts for manufacturer direct printers and storage are being issued.
10. RFP for Long Distance Service. State Purchasing will have an RFP on the street within the next two weeks for long distance (land line) service. The University of Utah and Utah State University will both participate on the RFP team along with State Information Technology Services representatives. It was reported during this discussing that the State Purchasing URL matrix is available on the StateWebsite. Reports have come back to Doug that the matrix is a good decision tool.
11. Banner. There was a brief discussion on the status of Banner.
12. A-1 Refuse Removal Contract. After a recommendation from the AG, the Division of Purchasing determined A-1 Disposal not to be a responsible bidder due to information that the AG had relative to potential violations of various laws including child labor laws. One other company, Standard Restaurant Equipment is a Kingston Company as well. There was discussion about the AGs office position on polygamist-owned business having state contracts. Richins will hold a hearing on the determination not to award the contract to A-1.
13. E&I Checks. NAEB has issued checks to higher education locations throughout the state through E&I. Rebates have been received from E&I for transactions dating back to the 1970s. The U of U deposited their check after reviewing the matter.
14. Bid Dollar Limits. There was discussion about the dollar levels at which higher education locations would require their employees to obtain bids or

when formal solicitations would be put out on the street. Most colleges and universities have a bid threshold of \$50,000 before they go out for a formal bid. The State dollar limit was raised to \$50,000 in July 2003. State Purchasing uses the Internet in lieu of weekly legal ads to advertise bids. Expenditure policies at each higher education location were discussed.

15. Tax Code Discussion. Tax Code 59-12-106 Sub 3 requires vendors to list their sales tax number on all bids. As the State is tax exempt on its purchases the Tax Commission is currently reviewing the application of the code to bids. Other states are being contacted to identify their methods of implementation.
16. Collegebuys. Collegebuy and US Government Purchasing Alliance information was handed out by Mike. The Foundation for California Community Colleges has listed Snow College as a participant, however, Mike said Snow College has never signed up as a member. There was discussion about dealing with such offers as they appear in the future.
17. Charter Schools. These schools are allowed under state law and may use state contracts. However it was discussed that these schools are not political subdivisions but are privately owned.
18. UPAC Bylaws. A copy of the current UPAC Bylaws was distributed with a request members review them for any recommendations. It was decided Doug Richins, Jim Parker and Fred Hansen will form a team to review them and make have recommendations prepared for the next meeting.
19. Borland Web Contract. Jerry Fullmer discussed the contract. He has negotiated changes where now individual users are billed directly for use. Jerry has done an umbrella Adobe contract in conjunction with the state contract as well.
20. Next UPAC Meeting. October 19, 2004 hosted by State Purchasing. The plan is to include a tour of the new buildings on Capitol Hill as well as have the lunch meeting. The December meeting is planned to be a teleconference meeting.

UPAC MEETING MINUTES

Date: October 19, 2004

Location: State Purchasing, Capitol Hill

Participants: Fred Hansen (Weber State University), Bud Covington (Utah State University), Doug Richins and Dan Reisner (State Purchasing), Michael Jorgensen (Snow College), Jim Parker (University of Utah), Craig Passey (Brigham Young University), Jackie Freeman (Dixie State College), Al Johansen (Westminster College), Ryan Lindstrom (Utah Valley State College).

Meeting Chair: Fred Hansen

1. State Purchasing. Four wireless contracts, including Qwest, will expire the end of December. The other wireless contracts will continue, i.e. AT&T, Sprint, Verizon and Nextel.

Second Chance body armor contract. Some vests were defective so the state negotiated a settlement with the company favorable to the state. Body armor vests not bought under contract were not covered in the settlement. Second Chance has recently filed Chapter 11.

Annual usage reports to State Purchasing are vital. In a Legislative Auditor General (ULAG) report there is a 31% savings on state contracts versus retail market purchase prices.

Three new purchasing agents have been hired in State Purchasing during the last year: Paul Mash, Frank Volk and David Gill. Frank and David attended part of the meeting to get acquainted.

EdPac will hold their Annual Procurement Workshop in Park City on November 5, 2004. Doug will send out additional information to UPAC members.

2. Salts Tax Exempt Status on Construction Materials. Jim Parker and Fred Hansen led a discussion including the application of 501c3 and associated advantages. Not all higher education locations have the 501c3 exemption.
3. Utah Works, Inc. Jacque Holfeltz attended the meeting and discussed the goals and objectives of Utah Works. State law provides for a 5% preference on procurement awards. Utah Works helps people with disabilities find employment. There was discussion about the application of the procurement preference to higher education.
4. CRT Monitor Disposal. There was discussion about the optimal way to dispose of CRTs. Jim said there are currently 16 pallets of CRTs at the U of U to be surplus. Salt Lake County has specific rules concerning the

disposal of CRTs at their landfill. State Surplus has a program to recycle computer parts . The State Surplus manager is Dave Regan (801-619-7219). There is a new WSCA bid/contract that may have a recycle option. Doug said there are also two state contracts available for hazardous waste disposal. He will forward information from state Surplus on their method of disposing of CRTs to UPAC members.

5. By –laws. The proposed draft of the updated by-laws was discussed and refined during the meeting. The vote to approve the final draft was unanimous. The effective date of the new by-laws is October 19, 2004. Fred will prepare the by-laws reflecting the changes approved during the meeting and forward them to Dan who will post them on the UPAC web site.
6. SUU Contract Information Request. SUU requested information on any higher education contracts for athletic apparel providers. Weber State and BYU have agreements in place and will be forwarding information to SUU.
7. Weber State University Vendor Fair. Fred passed out information concerning their vendor fair which will be held on Tuesday, October 26, 2004 on campus. All were invited to attend.
8. Next UPAC Meeting. January 18, 2005. The meeting will be a teleconference set up by Doug. Included in the agenda will be any current legislative information from session which will be in progress.